



STATE OF INDIANA

Michael R. Pence, Governor

Donald M. Snemis, Commissioner

COURT ORDER TITLE APPLICATION CHECKLIST

All court order title applications are processed by BMV Central Office Title Processing to improve the security and efficiency of these transactions. Prior to submitting each application, please verify that all required information is included. Contact (888) 692-6841 with any questions.

When submitting paperwork, include the following:

- ☐ Completed and signed Application for Watercraft Certificate of Title – State Form 38529
- ☐ Court Order – must establish ownership, provide a description of the watercraft (year, make, HIN), direct the BMV to issue title to the owner, and contain the signature of the judge and court seal or stamp. The order must be error free. Erasures or altered orders will not be accepted.
- ☐ Physical Inspection of a Vehicle or Watercraft – State Form 39530 completed by law enforcement. If the HIN on the inspection does not match the HIN on the court order, a corrected court order will be required before the transaction can be processed.
- ☐ Proof of Indiana Residency. Examples include an Indiana driver's license or ID card, utility bill dated within the past sixty (60) days, USPS change of address confirmation, or W-2. Visit mybm.com for a complete list of acceptable documents.
- ☐ \$15 title application fee. Fees are payable by credit card (MasterCard or Visa), check, electronic check, or money order. A \$20.00 delinquent fee will be assessed on packets received 31 days after the file stamp date on the Court Order.
- ☐ Sales tax payment required if watercraft is also transferring ownership. Sales tax is 7% of the dollar amount listed on the order, or attach a bill of sale or purchase agreement. If no information is available to determine the purchase price, and bill of sale is not attached, sales tax payment will be based on the NADA fair market value of the watercraft.

If the Bureau of Motor Vehicles determines that sufficient credible evidence exists to substantiate the applicant's claim of ownership, a title will be issued. For your convenience, the required forms are included with this checklist. The forms are also available at **myBMV.com**. Mail the completed packet to:

**Central Office Title Processing
100 North Senate Avenue, Room N411
Indianapolis, IN 46204**

Note: Include this checklist on the top of your application with contact information provided below. If all required documents are not submitted or information is incomplete the entire application will be returned.

Print Name _____

Phone Number _____ Email (optional) _____

APPLICATION FOR CERTIFICATE OF WATERCRAFT TITLE ● BUREAU OF MOTOR VEHICLES WATERCRAFT TITLES SECTION

State Form 38529 (R6 / 4-02)

Approved by State Board of Accounts 2002

TO BE FILLED OUT BY A POLICE OFFICER FOR OUT OF STATE TITLES. I HEREBY CERTIFY THAT I PERSONALLY EXAMINED THE FOLLOWING WATERCRAFT AND FIND THE IDENTIFICATION NUMBER TO BE AS FOLLOWS (MUST BE HANDWRITTEN):							
Hull identification number		Year	Make			Registration number	
Officer's title		Police agency		Signature of officer		Badge no.	Date
The undersigned new owner(s) do(es) hereby swear or affirm that the information below is true, complete and correct. We understand that a false statement may constitute the crime of perjury.							
Signature of owner			Date signed	Signature of owner			Date signed
The law requires that you apply for Certificate of Title within thirty-one days of purchase of motorboat. There is a delinquent penalty for failure to do so. Attach Certificate of Title assigned by seller (<i>or other legal evidence that the Title should be issued</i>). On endorsed Titles, liens must be released. Supporting documents surrendered with the application cannot be returned to the applicant. Documents not received in 60 days, contact the Watercraft/Title Section at 317/233-6000.							
Title number		Branch	Invoice	BMW use			
Registration number	Former title number			Purch./Comp. date	Make of watercraft		
Model name and number		Hull identification number		Length	Model year	Hull material	
Boat type	Use		Propulsion		Fuel		
Social Security/Federal ID number *	Horsepower		WFRS	Owner's county of residence			
Name of owner				Street address			
				City			
First lien's name				Street address			
City		State	ZIP code		BMW use only		
Second lien's name				Street address			
City		State	Dealer number		Transaction number		
GROSS RETAIL & USE TAX AFFIDAVIT-I (WE) HEREBY CERTIFY THAT SALES OR USE TAX ON THIS WATERCRAFT WAS PAID AS INDICATED BELOW.							
Selling price	Less trade-in *		Amount subject to tax	Amount of tax	Dealer	Branch	Exempt If exempt place paragraph #
NOTE: If additional liens are evidenced in this ownership, please state such on an additional attachment before signing this application. * Required by IC 4-1-8-1. Application cannot be processed without it.							

DISTRIBUTION: White - BMV, Pink - BMV Branch, Canary - Applicant



PHYSICAL INSPECTION OF A VEHICLE OR WATERCRAFT

State Form 39530 (R5 / 12-11)

Approved by State Board of Accounts, 2011

INDIANA BUREAU OF MOTOR VEHICLES

- INSTRUCTIONS:**
1. Approved inspector must complete information in blue or black ink or print form.
 2. The vehicle identification number (VIN) or hull identification number (HIN) must be inspected to verify the existence and condition of the number. An ownership document is not required to be submitted for inspection.
 3. Inspections may be performed by an employee of a dealer designated by the Indiana Secretary of State, a military policeman assigned to a military post in Indiana, a police officer, or a designated employee of a BMV full or partial service license branch.
 4. Police officers completing this form may not charge a fee of more than \$5.00 for vehicles. No fee may be collected for watercraft inspections. Authorized Indiana dealers and BMV full or partial service license branches may not assess a fee.
 5. Dealers may not perform watercraft inspections.

OWNER INFORMATION

Name (last, first, middle initial or company name)

Address (number and street)

City

State

ZIP Code

VEHICLE OR WATERCRAFT INFORMATION

Identification Number

☐ **NONE** (select if no identification number found)

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Year	Make	Model	Type	Plate Number / State	Watercraft Registration Number, if applicable
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For assembled vehicles or watercraft include serial numbers for major component parts if present:

Engine / Motor	Transmission
Body Chassis	Front Assembly
Rear Clip	Frame

Other (specify):

*IDACS / NCIC Check (required if form is completed by a police officer)

Date Check Performed (mm/dd/yyyy)	Comments
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I swear or affirm that the information I have entered on this form is correct. I understand making a false statement may constitute the crime of perjury.

Signature of Inspector	Printed Name	Title	Date (mm/dd/yyyy)
Badge / Branch / Dealer Number	Police Department / Branch / Dealership	City	ZIP Code
Telephone Number ()	Email Address		

